

## Landewednack Community Primary School

Beacon Terrace  
The Lizard  
HELSTON  
Cornwall  
TR12 7PB  
Tel: 01326 290337  
[www.landewednack.cornwall.sch.uk](http://www.landewednack.cornwall.sch.uk)



Southerly Point  
Co-operative  
Multi-Academy Trust



**Headteacher: Mrs L. Jones** - [head@landewednack.cornwall.sch.uk](mailto:head@landewednack.cornwall.sch.uk)

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Academic School Year 2020 /2021

Dear Parent/s

### **EXCEPTIONAL CIRCUMSTANCES LEAVE REQUEST NOTICE TO PARENTS/CARERS**

Here at Landewednack School, we understand the unprecedented events of 2020 in relation to the Coronavirus pandemic may have led to families taking holiday at times when they may not ordinarily have done so. We also recognise that there are occasions when it is appropriate to authorise an absence, such as when a pupil is genuinely too ill to attend school, has a medical appointment that cannot be taken outside of school hours or a request has been granted in an exceptional circumstance. However the law does not support parents taking children out of school unless the school agrees that this is appropriate under "exceptional circumstances". Any absence from school will disrupt your child/children's learning. Though you may feel that a holiday will be educational your child/children will miss out on the teaching that their classmates will receive. Attendance is vital to academic success and lost education poses a potential risk of under achievement.

The Department of Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. In order for the school to properly consider your request it is vital that as much detailed information is provided and in what regard the leave of absence has been adversely affected by the pandemic. Please ensure that you evidence if you are a frontline worker, such as, but not limited to NHS, police etc who have had leave cancelled or blocked within the school holidays which has resulted in your leave request during term time. A response will be sent to you as soon as possible. If leave is not authorised and you withdraw your child/children from school, the absence will be recorded as Unauthorised Absence. Any request for leave should be made by in writing to me using the Absence Request Form, which can be downloaded from the school website [www.landewednack.cornwall.sch.uk](http://www.landewednack.cornwall.sch.uk) or by emailing Mrs Lyndsay Bray [lbray@landewednack.cornwall.sch.uk](mailto:lbray@landewednack.cornwall.sch.uk)

If you decide to take your child out of School without permission, you will be committing an offence under the Education Act 1996. We may need to refer the matter to Cornwall Council who may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60.00 if paid within 21 days or £120 if paid after this but within 28 days. **Fines are issued per parent/carer per child.** Failure to pay the penalty notice may result in Court action. Persistent absences not authorised by Landewednack School may result in prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences. **The Council may also apply for costs incurred in taking the matter to court.**

Yours sincerely

**Mrs Louise Jones**  
Headteacher



# Landewednack School Leave of Absence Request Form



Please email this completed form to [lbray@landewednack.cornwall.sch.uk](mailto:lbray@landewednack.cornwall.sch.uk) alternatively download and return a paper copy in a sealed envelope marked **Leave of Absence Request** to your child's class teacher. Please ensure that at least 14 days' notice is given of the proposed absence.

Pupil Name .....

Home Address.....

.....Postcode .....

First date of absence ..... Date of return to school .....

Reason for absence .....

.....

.....

Name(s) of sibling(s).....

I understand that the absence request is Unauthorised, the Education Welfare Service may be notified of the absence and a Penalty Notice may be issued. I understand that a Penalty Notice is issued to each parent/carer of each child taken out of Landewednack School and that this carries a fine of £60 if paid within 21 days, increasing to £120 if not paid within 28 days. I understand that if I do not pay the fine, it may result in legal action being taken against me. **Parents have a duty to ensure that their child's regular attendance at school and failure to do so is an offence under section 444(1) of the Education Act.**

Signature of parent/carer.....

Print name .....

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## To be completed by Admin

Pupil Name ..... Class .....

Current Absence %.....Last Year ..... Comments.....

Request has been authorised for the following dates only .....

Request **has not been** authorised because .....

Headteacher Signature.....

Parent informed by ..... on .....

Referral for Penalty Notice by .....on .....

